



U.S. Department of Commerce

# HUMAN RESOURCES SUMMIT

*“The Changing Faces of Human Resources for HR Professionals”*

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Hosted by the  
Office of the Secretary  
Office of Human Resources Management



U.S. Department of Commerce

# The Learning Management System

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# Agenda

In this presentation we will answer these fundamental questions...

1. What is meant by electronic learning?
2. What is a Learning Management System (LMS)?
3. Does the Department of Commerce (DOC) have a LMS? How do I access it and resolve system problems?
4. How can the DOC LMS help me to enhance my competencies?

# A History Lesson!!

## Major communication milestones:

- |                    |                  |
|--------------------|------------------|
| ■ Word of mouth    | pre/post-history |
| ■ Books            | circa 1600       |
| ■ Mail Services    | circa 1770       |
| ■ Newspapers       | circa 1880       |
| ■ The Telephone    | circa 1890       |
| ■ Radio/           | circa 1920       |
| ■ Television       | circa 1948       |
| ■ Computer/email   | circa 1980       |
| ■ Internet         | circa 1990       |
| ■ Internet Systems | circa 2000       |

# Why Use the DOC LMS?

- The DOC has a LMS that is open to all employees and contractors in all bureaus. Each bureau has already paid for unlimited use. Employees are encouraged to take advantage of this important resource!
- The DOC's LMS has courses on a wide variety of topics. You can easily enhance your own competencies simply by taking courses right at your desk.

# The LMS



- The LMS gives the Department the ability to create and deliver training through a web-based system using the employee's desktop computer.
- E-Learning refers to taking courses using a computer, a browser, and a web-based software application.
- The ongoing goal of our LMS is to provide one-stop shopping or access to over 1,600 off-the-shelf and customized e-learning courses -- anytime/anywhere. Courses are designed to enhance the employee's competencies.

# Learning Management System



## Why a LMS?

- The Office of Personnel Management and the Office of Management and Budget has asked agencies to promote e-learning to reduce training costs and make training accessible.

## What is the availability of LMS ?

- All employees have the ability to take unlimited numbers of courses on the LMS with no additional cost to their organizations.

# So how do I enhance my competencies?

- Identify the subject competency.
- Use the LMS search feature to find courses that match this competency. Use a variety of topical names to do your searches.
- Examples – Employee Development, Performance Appraisals, or Recruitment: Courses will come up, register for them, and begin training!! It's that easy!!

# So how do I enhance any of my skills?

- Identify the skill or subject of interest.
- Use the LMS search feature to find courses that match this skill. Use a variety of topical names to do your searches.
- Examples – Budgeting, Project Management, or Meteorology!!

# Summary

You have learned:

- What an LMS is
- How to access DOC's LMS
- How to enhance your competencies or skills/knowledge using the LMS

Welcome to the 21<sup>st</sup> Century! Happy e-learning!!

# What's on the Horizon



- E-learning is a relatively new technology.
- The current system is about five years old.
- The industry is maturing and new systems are better, faster, and easier to use.
- With that said, the DOC is looking at the industry. We hope to enhance our capabilities in this area.
- Your suggestions on how to make the system better will help us with this effort.

# Quiz



- LMS May be accessed from?
  - Work
  - At Home
  - At any Computer
  - In a computer room
- E-Learning refers to the taking of electronic classes using a desk top computer
  - True
  - False
- What is the fastest way to find the courses I want in the LMS?
  - Ask my co-workers
  - Scroll the LMS catalog
  - Use the search feature
  - None of these
- Who do you contact FIRST about an LMS technical Issue?
  - My Supervisor
  - My System Administrator
  - My Admin. Officer
  - My Computer Center
- I must have written permission from my supervisor to take LMS courses?
  - True
  - False

# Where to Get More Information



- Web address for Office of the Secretary (OS) customers:  
<https://e-learning.commerce.gov>
- Web address for all other bureaus:  
<http://e-learning.doc.gov>

Employees should discuss their e-learning objectives with their supervisors. You may learn skills in non-job related topics on your free time or at home. We encourage life-long learning!!

- Visit our LMS Website for Up-to-Date Information on Bureau LMS Contacts and other Information  
<http://ohrm.os.doc.gov/training/>
- Contact your system administrator or for more information contact:  
Michael Cohen  
Office of Human Resources Management  
Office of Training and Knowledge Management  
[mcohen3@doc.gov](mailto:mcohen3@doc.gov)  
(202)-482-1750

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